

KENNEDY LIBRARY
LIST OF DOCUMENT COLLECTIONS
TRANSMITTED TO NARS

STAT

Approved For Release 2003/04/29 : CIA-RDP84-00780R004200240013-8

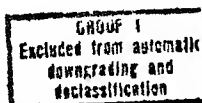
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SECRET

CIA TRANSMITTALS TO NATIONAL ARCHIVES
FOR THE
PRESIDENT KENNEDY LIBRARY

- STAT # 1. 5 Mar. 64 - Five speeches by Mr. Dulles. Recording of President Kennedy award to Mr. Dulles and 10 other items of Foreign Press Commentaries on various topics of 1961-63.
- STAT # 2. 16 Mar. 64 - Text and Explanation of Statutes and Executive Orders related to the Agency.
- STAT # 3. 18 Mar. 64 - Some 120 [] items.
- STAT # 4. 23 Mar. 64 - Another 122 [] items (Middle East, Africa, & West Europe.)
- STAT # 5. 25 Mar. 64 - Another 131 [] items. (USSR and East Europe.)
- # 6. 31 Mar. 64 - Another 148 [] items. (Far East and Latin America)
- STAT # 7. 26 May 64 - [] Analysis Reports on Cuba and Assassination.
- # 8. 15 Sep. 64 - Thirteen photos of Pres. Kennedy at CIA Building.
- # 9. 21 Sep. 64 - Three boxes of [] Reports (1960-63 on ME, AF, WE, FI, USSR, EE, LA.) STAT
- #10. 1 Oct. 64 - Eighteen 3-ring binders of Cuba Press Clippings.
- #11. 12 Oct. 64 - Fourteen photos of Pres. Kennedy swearing in new DCI, Mr. McCone.
- #12. 21 Oct. 64 - Foreign Radio and Press Treatment Report on Warren Commission
- #13. 25 Nov. 64 - Jan. 61 through Nov. 63 - 3 binders of Soviet and Chinese reactions to Pres. Kennedy Speeches and Press Conferences.
- #14. 16 Feb. 64 - A list of 46 Reports and Documents retained by the Agency for the Pres. Kennedy Library because of the sensitivity of the matters included in them. (the list itself is classified SECRET).

SECRET



KENNEDY LIBRARY

INDEX TO DOCUMENT COLLECTIONS

RETAINED AT AGENCY RECORDS CENTER



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This is a breakout of Item #14 on previous page and constitutes documents retained for Kennedy Library in ☐ Records Center.

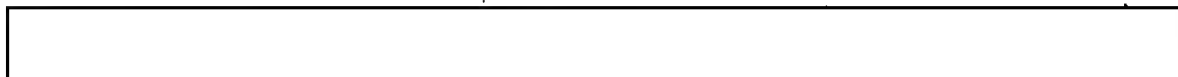
STAT

Economic Policy of North Vietnam, (1966-65: administrative structure, reconstruction, the Three- and the Five-Year Plans, and relative influence of the USSR and Communist China) tab CIA/RR ER 61-5.
26p. F'61. Confidential.

Laos, Cambodia, Vietnam, (and) Thailand Zone of Conflict in Southeast Asia: (terrain, climate, population, economy, and transportation facilities) maps tab CIA/RRGM 61-2. 3p. MR 14'61. Secret.

Sino-Soviet Bloc as a Market for Cuban Sugar: (Bloc production before 1961 and future plans; sugar trade agreements with Cuba and their economic impact on Bloc countries) tab CIA/RR EM 61-21.
18p. O 20'61. Confidential.

STAT



National Committee of the Cuban Academy of Sciences (created on)
Feb 20 '62: ☐ CIA/CR BB 62-17.
27p. Ap 30 '62. Secret.

STAT

North Vietnam and Sino-Soviet Relations: (domestic and foreign policy and intra-Bloc relations, 1949-61) Cur. Intell. Staff Study
1002/62. 33p. Mr 4'62. Secret.

Impact of Cuban Sugar Imports on the Sino-Soviet Bloc: (trade agreements; problems created by temporary sugar surplus in the USSR and European Satellites) bibliog tab CIA/RR EM 62-9. 14p.
My '62. Secret.

Post and Telecommunications Services in North Vietnam, 1955-61: (organization, facilities, and services under the Directorate of Post, Telegraph, and Telephone of the Ministry of Communications)
bibliog graphs maps tab CIA/RR ER 61-47. 33p. N '61. Secret.

Comparison of the Economics of North and South Vietnam: (resources, economic policy and relations, and domestic production)
bibliog graphs map tab CIA/RR ER 61-50. 51p. D '61. Secret.

-2-

Petroleum Industry in Cuba, (a survey: administration, exploration and production, refining, demand, and foreign trade) map tab CIA/RR EP 62-5. 3lp. F '62. Secret.

Cuban Foreign Exchange Income, 1957-62: tab CIA/RR EP 62-7. 9p. F'62. Secret.

Electric Power, Industry of Cuba, (a survey for 1956-61: capacity and production, sources of energy, transmission and distribution, consumption, and vulnerabilities) map tab CIA/RR EP 62-12. 2lp. Mr '62. Secret.

Appraisal of the Cuban Sugar Industry, (1955-61: a survey of its strengths and weaknesses) tab CIA/RR EP 62-21. 19p. MR '62. Secret.

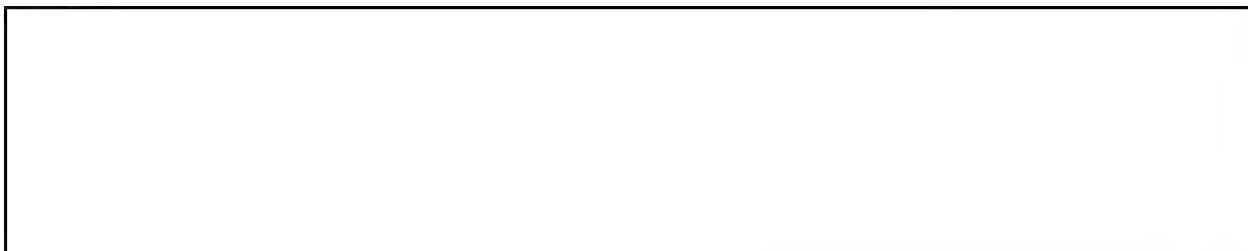
Berlin Wall: (its evolution and description) 1l map tab CIA/RR GM 62-1. 2p. F '62. Confidential.

Air Access to Berlin: (background, routes, Western airlift problems and capabilities, Soviet harassment potential, and future prospects) map tab CIA/RR GM 62-4. 7p. Ap '62. Secret.

Status of the Berlin Wall (in) April 1962: (variety in types of areas surrounding the Berlin Sector boundary and types of barriers erected) 1l plan CIA/RR GM 62-6. 2p. Jo '62. Official Use Only.

Soviet Capabilities and Intentions in the Use of Earth Satellites for Telecommunications: (an assessment) OSI-SM/62-3. 3p. Jo 15'62. Secret.

Provincial and Municipal Leaders of Cuban Mass Organizations (during the period Jan-June '62 (expulsions from organizations since Feb '62, Communist Party memberships, and loyalty to Castro) tab CIA/CR BB 62-27. 44p. J1 3'62. Secret.



STA

-3-

Logistics Requirements and Capabilities of Communist China to Conduct Military Campaigns Against India, (including Peiping's airlift potential and Tibet's road system) maps tab CIA/RR CB 62-80. 11p. N 24 '62. Secret

Economic Significance of Assam (to Communist China and India, with emphasis on petroleum and agricultural resources) bibliog map tab CIA/RR CB 62-86. 10p. D 17'62. Secret.

Economic Situation in Cuba, (Mid-1962): A picture of dislocation and decline (in consumer welfare, agriculture, and industry; Bloc economic aid, foreign trade, and prospects for 1963) tab CIA/RR EM 62-14. 17p. Ag'62. Secret.

Growth and Development of the Transportation System of North Vietnam: (railroad, highway, inland waterway, and coastal shipping capabilities; Bloc aid and prospects for 1965) bibliog map tab CIA/RR ER 62-30. 33p. O'62. Secret

Labor Supply and Employment in North Vietnam (for the period) 1955-61: (background information) bibliog tab CIA/RR A7ERA 62-2. 18p. JI '62. Confidential.

Surface Access to West Berlin: (rail, highway, and inland waterway connections; harassment problems) il maps tab CIA/RR GM 62-8. 7p. o'62. Secret.

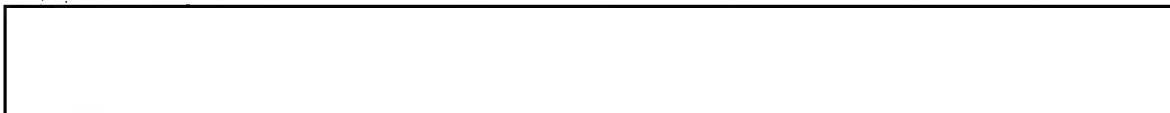
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Survey of Health and Sanitation in Cuba: (nutritional factors; medical organization, administration and facilities) bibliog tab OSI-MP/62-9. 27p. N 2'62. Secret.

Communism in Cuba (before and after the revolution: a list of books and periodical articles published chiefly in English and Spanish) CR-L-3,025,248. 17p. Ja9 '63. Confidential.

-4-

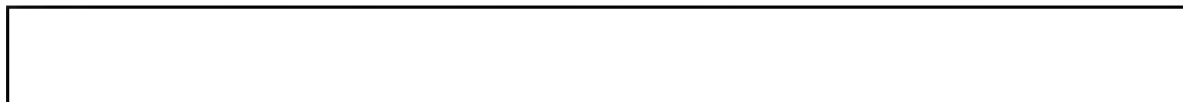
Directory of Cuban Governmental Officials: (arranged according to Ministries, Agencies, and Institutes) OCR BA 63-1. 88p. Ja '63. Confidential.



STA

Supply of Oil to Cuba (by USSR) Reaches All-Time Peak in 1962: (composition of imports and a comparison with 1961) tab ORR CB 63-16. 5p. F 18'63. Secret.

Impact of Cuban Sugar (Exports) on the Sino-Soviet Bloc. bibliog tab ORR CB 63-23. 13 p. F 27'63. Secret.



STA

Proposed Joint Soviet Bloc-Cuban Shipping Services: (scope of activities; implications) bibliog ORR CB 63-26. 4p. Mr 11'63. Secret.

Cuban Sugar Harvest Down for the Second Successive Year: (comparison with previous years; means for attempted improvement; prospects for 1963) ORR CB 63-28. 8p. Mr 18'63. Confidential.

Soviet-Financed Fishing Port in Cuba (announced on Jan. 17: construction to begin in Feb '63) bibliog il map plan ORR CB 63-39. 5p. Mr 21'63. Secret.

Expansion of the Cuban Electric Power Industry with Soviet Bloc Aid: (current status and prospects) bibliog map tab ORR EM 63-5. 18p. ap '63. Secret.

Economic Achievements and Shortcomings of North Vietnam in 1962. bibliog tab ORR EM 63-7. 10p. Ap '62. Confidential.

Foreign Buddhist Reactions to South Vietnamese Crisis. OCI Spec. Rpt. 0296/63A. 5p. 8 6 '63. Confidential.

Nature of the Buddhist Conflict in South Vietnam. OCI Spec. Rpt. 0299/830. 8p. S 27 '63. Secret.

-5--

Soviet Grain Problem: (background, current status, plans, and prospects)
graph tab OCI Spec. Rpt. 0304/63B. 8p. N 1/63. Secret.



STA

Hurricane Flora Damage to the Cuban Transportation System Repaired
Rapidly. bibliog il ORR CB 63-96. 5p. N 29 '63. Secret.



STA

Gross National Product of North Vietnam, 1960: (analysis of economic
activity, including personal and government receipts and expendi-
tures, foreign transactions, and savings and investments) bibliog
graph tab ORR ER 63-24. 3lp. ag '63. Confidential.

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JOHNSON LIBRARY

LIST OF DOCUMENT COLLECTIONS

TRANSMITTED TO NARS

Tab B

TRANSMITTAL No. 1

STAT

Identified by CIA Officials for Transmittal to
The Lyndon Baines Johnson Library

Box No. 1

- 5 Reels TRENDS IN COMMUNIST PROPAGANDA - Weekly Reports covering major communist propaganda developments and reactions to current events. 6 Nov 1963 - 15 Jan 1969 (Confidential)
- 9 Reels SURVEY OF COMMUNIST PROPAGANDA - Fortnightly publication containing articles on selected major themes and developments in communist propaganda, on both domestic and foreign affairs. 1963 - 16 Jan 1969 (Confidential)
- 2 Reels SPECIAL REPORTS ON COMMUNIST PROPAGANDA (until Jan 1967, these were known as Radio Propaganda Reports) - Reports issued irregularly covering topics ranging from North Vietnamese military doctrine or Cuban revolutionary tactics, to Sino-Soviet relations and the Chinese Cultural Revolution. 4 Dec 1963 - 17 Jan 1969 (Confidential)
- 1 Reel WORLD REACTION REPORTS - issued irregularly - Roundup of world radio and press reaction to a significant world event, generally related to U. S. policy. Nov 1963 - Apr 1968 (Confidential)
- 2 Reels SPECIAL MEMORANDA - Foreign Radio and Press Reportage and Comments on Mock War Crimes Trials of U. S. leaders. Nov 1966 - May 1967 (Confidential)
- 11 Reels LATIN AMERICA AND WESTERN EUROPE - Daily Reports containing selections from foreign broadcasts and press reports. 1 Apr 1968 - 17 Jan 1969 (Unclassified)

STAT

The following 6 boxes contain microfilm copies of unclassified

STAT

indicated:

Box No. 2

36 Reels LATIN AMERICA 1 Nov 1963 - 29 Mar 1968

Box No. 3

20 Reels COMMUNIST CHINA 1 Aug 1967 - 17 Jan 1969
22 Reels ASIA AND PACIFIC 1 Aug 1967 - 17 Jan 1969

Box No. 4

25 Reels EASTERN EUROPE 22 Jan 1968 - 17 Jan 1969
19 Reels SOVIET UNION 1 Mar 1968 - 17 Jan 1969

Box No. 5

90 Reels USSR AND EASTERN EUROPE 29 Oct 1963 - 19 Jan 1968

Box No. 6

61 Reels FAR EAST 1 Nov 1963 - 2 Feb 1967
12 Reels COMMUNIST CHINA, ASIA AND PACIFIC 3 Feb 1967 - 31 July 1967

Box No. 7

40 Reels MIDDLE EAST/AFRICA AND WESTERN EUROPE 1 Nov 1963 - 10 Apr 1968
13 Reels MIDDLE EAST/AFRICA 11 Apr 1968 - 17 Jan 1969

Received by:

Yamb B. Olan

April 1, 1969
Date

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Next 3 Page(s) In Document Exempt

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JOHNSON LIBRARY

INDEX TO DOCUMENT COLLECTIONS

RETAINED AT AGENCY RECORDS CENTER ☐

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22 APR 1971

RECORDS STORED AT THE ARCHIVES AND RECORDS CENTER
 FOR THE JOHNSON PRESIDENTIAL LIBRARY

25X1

<u>Source</u>	<u>Volume Cu. Ft.</u>	<u>Description</u>
DDI/OFFICE of ECONOMIC RESEARCH (OER)	8	All Series of OER Reports Produced from Nov. 1963 to Jan. 1969, Filed Geogra- phically, i.e., USSR, Eastern Europe, etc. These Reports Contain Codeword Information.
DDI/Imagery Analysis Staff (IAS)	3	"Summary of the CIA Depart- mental Imagery Analysis Pro- gram during the Johnson Administration" - Also, Representative Examples of Finished Intelligence Reports
DDI/National Photographic Interpre- tation Center (NPIC)	9	Brief Summary of the Volume? Size of NPIC (1963-1968); Reports on the President's Foreign Intelligence Advisory Board, 1964, 1966 and 1968; Selected NPIC Reports Filed by Control Number; NPIC Common Service to the Intelligence Com- munity and Press and Public Reactions to Overhead Reconnaissance
DDI/OFFICE OF CURRENT INTELLIGENCE (OCI)	16	Situation in Vietnam, 2/65 - 1/69; Current Intelligence Bulletin, 7/63-1/69; Current Intelligence Weekly Review, 1/63-1/69; Situation in South Vietnam, 7/64 - 9/68; Developments in Countries on Counter Insurgents, 3/63-8/65; Review of Insurgency Problems, 5/65-3/66; Weekly Report for

Attachment B

SECRET

Excluded from automatic
downgrading and
declassification

SECRET

<u>Source</u>	<u>Volume</u>	<u>Cu. Ft.</u>	
			Senior Indepartmental Group, 3/66-12/68; Intelligence Studies; Memoranda and Reports, 11/63 - 12/68
DCI/OFFICE OF NATIONAL ESTIMATES (ONE)	2		National Intelligence Estimates and Special National Intelligence Estimates, 1963-1969
DDI/OFFICE OF STRATEGIC RESEARCH (OSR)	1		Finished Intelligence Reports; Intelligence Memo- randa, 1967-1968; Intelligence Reports, 1967-1968; Special Reports, 1967-1968 and Intelli- gence Handbooks, 1968
UNITED STATES INTELLIGENCE BOARD (USIB)	0		Listing of Reports Produced during Johnson Administration
DDP/DCI/DDS	6		These Records are in Sealed Boxes Retired as Inactive Office Records by DDP (Job #69-863) See attached for detailed listing of contents of these six boxes.

SECRET

GROUP 1
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5 February 1969

LIST OF CONTRIBUTIONS TO THE LBJ LIBRARY

(Office of the DCI)

<u>Number</u>	<u>Description</u>
LBJ/ A/DCI-1	Statements by Presidents and photographs of White House swearing in of DCI's Raborn and Helms <u>[U]</u>
LBJ/HQ/DCI-2 (for USIB)	Chronological index of subjects discussed at USIB meetings from November 1963 to January 1969 <u>[TS-code word]</u>
LBJ/HQ/DCI-3	Katzenbach Committee Report (Working Papers, folder 1) <u>[S]</u>
LBJ/HQ/DCI-4	Katzenbach Committee Report (Working Papers, folder 2 - Coordination and Policy Approval of Covert Operations, 23 February 1967) <u>[S]</u>
LBJ/HQ/DCI-5	Katzenbach Committee Report (Final version) <u>[U]</u> with S and C attachments
LBJ/HQ/DCI-6	PFIAB and DCI to PFIAB Annual Reports (two items in one folder) <u>[S]</u>

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HISTORICAL DOCUMENT

Destroy only with consent
of the President or
of the Secretary of State

(DDS Directorate)

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LIST OF CONTRIBUTIONS TO THE LBJ LIBRARY (DDS Directorate, p. 2)

<u>Number</u>	<u>Description</u>
LBJ/HQ/DDS-23	The JCS-DIA Orientation <input checked="" type="checkbox"/>
LBJ/HQ/DDS-24	Project USEFUL <input checked="" type="checkbox"/>
LBJ/HQ/DDS-25	OTR Bulletins (November 1963 through August 1968) <input checked="" type="checkbox"/>

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CRITERIA FOR DOCUMENT SELECTION

PRESIDENT JOHNSON LIBRARY

CRITERIA FOR DOCUMENT SELECTION - PRESIDENT JOHNSON LIBRARY

- I. DCI Guidelines. Although the DCI did not issue specific written guidelines for the Johnson Library Project, we have assembled the following quotes from memoranda of officials who discussed this project with the DCI:

- A. Col. White's memorandum on Director's 2 July 1968 meeting:

"He (the Director) thinks we should go into the role of SIG, the IRGS, USIB, USIB subcommittees, our involvement in [redacted] policy papers, etc. The Katzenback report should also be included."

25X1

- B. Mr. Bannerman's memorandum on Director's 2 July 1968 meeting:

"(the Director) Suggested items of Agency activity would be SIG, IRG, USIB, USIB Committee, overall Intelligence Community activity, OXCART, [redacted] Vietnam, Presidential Brief, and other similar activities."

25X1

- C. Interview with Dr. Cunningham on 30 March 1971:

"The DCI told me that the Vietnam War and the OXCART project were two subjects that should be covered in depth."

- D. Dr. Cunningham's memorandum on meeting with [redacted] on 16 September 1968:

25X1

"The OXCART project is one subject which the DCI specifically mentioned should be included in the Library."

- E. Dr. Cunningham's memorandum on his meeting with [redacted] on 16 September 1968:

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"Since the 303 Committee is a specific mechanism established by the President to implement his stated policies, it was generally agreed that the 303 papers are basic policy guidance documents which should be made a part of the CIS historical record..."

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CRITERIA FOR DOCUMENT SELECTION - PRESIDENT JOHNSON LIBRARY

II. National Archives and Records Service Guidelines

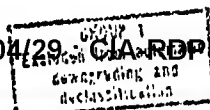
- A. NARS does not want initially, for records to be removed from Agency files.
- B. The task is to identify the material destined for Library use and then determine appropriate procedure for future microfilming or other type reproduction.
- C. The material must relate to "major or minor Johnson administration issues as well as papers on any subject, major or minor, in which the president took a personal interest which went to him for decision, or which emerged in response to Presidential requests."

Examples or material which might fall in the above category are:

- (1) Photographs, motion pictures, slides, etc., which depict Agency activities when the President and Mrs. Johnson were present; e.g., signing in ceremony for the Director.
 - (2) Document formulation policy on CIA-related Presidential programs.
 - (3) Memoranda originated by the Director to the President or vice versa.
 - (4) Material for possible use as exhibits in the libraries.
 - (5) Staff papers, memoranda, personal documents which relate to any major Johnson Administration issues, as well as papers on any subject in which the President or Mrs. Johnson took a personal interest, which went to the President for decision, or which emerged in response to the White House requests.
- D. In selecting files, material should not be omitted because of a belief that it is duplicated in the White House files or in the files of other agencies.

ATTACHMENT C

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This Notice Expires 1 July 1972

25 JUN 1971

RECORDS AND CORRESPONDENCE

25X1

AGENCY PARTICIPATION IN THE PRESIDENTIAL
LIBRARIES PROGRAM

1. The Central Intelligence Agency participates with other Government agencies in contributing to the Presidential Libraries Program. These libraries contain collections of official and personal correspondence, diaries, and other material of historical significance related not only to the President but also to those who served with him and who played important roles in his administration.

STAT 2. Mr. Lawrence Houston chaired the Agency's task force on the Kennedy Library, and Dr. Hugh Cunningham chaired the task force on the Johnson Library. In both instances the Agency's contribution was segregated into two collections. The less sensitive material, i.e., [] unclassified debriefing papers, and Presidential photographs, was forwarded to the respective Presidential libraries. While the sensitive and classified documents were also assembled for eventual inclusion in these libraries, the Agency has retained them in the Records Center [] under the control of the originating Directorate. 25X1

3. As a result of this experience we now have a much clearer idea of the kinds of contributions desired in the future. Components will be asked to establish a means for identifying and assembling those documents which contribute to the President's decision-making process in specific, critical foreign situations, omitting only sensitive operational information, and to maintain a listing of all documents sent to the White House and the National Security Council.

4. The Agency will eventually be asked to contribute to the Nixon Library, as well as to future Presidential libraries. A channel for funneling these selected documents into a Presidential library collection system will be established at the Deputy Director level. These documents will remain in the Agency, either in the Headquarters Building or in the Records Center [] under appropriate controls. 25X1

5. Specific instructions and guidelines on the Presidential Libraries Program will be issued to the Deputy Directors.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN W. COFFEY
Deputy Director
for Support

DISTRIBUTION: A

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S-E-C-R-E-T

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Assistant to Ex. Dir.-Compt.		
2	DDS	22 JUN 1971	RSW/ms
3	Chief, SSS		
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks: Ben - <p style="margin-left: 40px;">This is the response to Colonel White's "Why?" on the Presidential Library. I underscore Hal's paragraph 3. There is no question that there will be a Nixon Library (at San Clemente?). We are simply trying to be forehanded for a change -- admittedly a novel idea around here!</p> <div style="text-align: right; margin-right: 100px;"> <div style="border: 1px solid black; width: 60px; height: 25px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">13</div> <p>Robert S. Wattles</p> </div> <p>Att</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Assistant Deputy Director for Support			JUN 19
UNCLASSIFIED	CONFIDENTIAL	SECRET	

FORM NO. 227 Use previous editions

~~CONFIDENTIAL~~

(40)

ADD/S:RSW/ms (17. June 71)

Distribution:

Orig RS - Adse, w/O of Att (DD/S 71-2402)

1 - DD/S Subject, w/cy of Att ✓

1 - RSW Chrono

DD/S 71-2402: Memo dtd 15 June 71 for Mr. Wattles fr C/SSS, subj: Presidential Library Program

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71-24021

CONFIDENTIAL

15 JUN 1971

MEMORANDUM FOR: Mr. Wattles

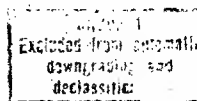
SUBJECT : Presidential Library Program

1. Per your telecon request of what other Departments and Agencies are doing on the Presidential Library Program, the following is the result of an informal survey conducted in early March 1971. (Note: This was summarized on Page 8, Para. VI of the Staff Study.)

2. We contacted the Senior Records Officer in State, Commerce, Agriculture, Atomic Energy Commission, National Security Agency, Navy and Army:

- A. AEC and AGRICULTURE - do have active, continuing programs for selecting, filming and setting aside documents for an eventual Presidential library call. They utilize the general guidelines given for the Johnson Library, supplemented by their own criteria of what they think of significant importance to include in a Presidential Library.
- B. COMMERCE - has no formal continuing program but the records structure and indexes in their Executive Secretariat are tailored to provide a rapid response to a call for contributions to a Presidential Library.
- C. STATE DEPARTMENT - has no active program and indicated they intend to wait until instructions are received from the National Archives and Records Service and the White House, then initiate a "crash" program. They apparently feel that the guidelines for the Nixon Library may be significantly different than those for previous Presidential libraries and prefer to wait and see! (This is their "rationale" for doing nothing and I question its validity as there really wasn't that much difference between the Kennedy and Johnson guidelines.)

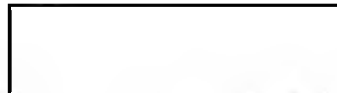
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D. Army, Navy and NSA - no current programs.

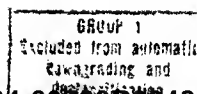
3. In sum there are several levels of action and inaction on the part of the various agencies. Our recommendations reflect a need for some modest effort now in order to enhance the quality of our contributions when they are made and to avoid a "crash" program when we receive the formal call from the White House and the National Archives and Records Service.



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Chief, Support Services Staff

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/S <input type="text"/>	<i>June 14 1971</i>	<i>P.B.W.</i>
2			
3			
4			
5			
6			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

The Executive Director reviewed this package this afternoon and had a number of problems with the language of the Headquarters Notice. Attached for your review is another version which was developed by some of us here.

Colonel White would also like to know by what directive, if any, we are now seeking to prepare ourselves for the *Nixon Library*. STAT

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

EA/Executive Director

STAT

14 JUN 1971

~~SECRET~~

1. The Central Intelligence Agency participates with other Government agencies in contributing to the Presidential Libraries Program. These Libraries contain collections of official and personal correspondence, diaries, and other material of historical significance related not only to the President but also to those who served with him and who played important roles in his administration.

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[] unclassified Clandestine Service debriefing papers, and Presidential photographs, was forwarded to the respective Presidential Library. While the sensitive and classified documents were also assembled for eventual inclusion in these Libraries, the Agency has retained them in the Records Center [] under the control of the originating directorate.

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3. As a result of this experience we now have a much clearer idea of the kinds of contributions desired in the future. Components are therefore encouraged to identify and assemble those documents which contribute to the President's decision-making process in specific, critical foreign situations, omitting only sensitive operational information, and to maintain a listing of all documents sent to the White House and the National Security Council.

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SECRET

4. The Agency will eventually be asked to contribute to the Nixon Library, as well as to future Presidential Libraries. A channel for funneling these selected documents into a Presidential Library collection system ^{will} ~~should~~ therefore be established at the Deputy Director level.

These documents will remain in the Agency, either in the Headquarters Building or in the Records Center under ^{appropriate} ~~whatever~~ controls. 25X1

~~each Deputy Director may wish to impose.~~

5. Specific instructions and guidelines on the Presidential Library Program will be issued to the Deputy Directors.

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This Notice Expires _____


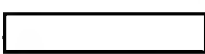
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RECORDS AND CORRESPONDENCE



AGENCY PARTICIPATION IN PRESIDENTIAL
LIBRARIES PROGRAMS

1. The Central Intelligence Agency, along with other agencies of the U.S. Government, is asked to contribute to the Presidential Libraries. These libraries contain collections of official and personal correspondence, diaries, and other material having historical significance, relating not only to the President but also to the men and women who served with the President or who played important roles in his administration.

2. Mr. Houston, the General Counsel, and Mr. Cunningham, then a member of the Board of National Estimates, headed task forces for the Kennedy and Johnson Libraries respectively. In each of these libraries the Agency's contribution was segregated into two collections. The less sensitive material, such as  reports, Clandestine Service un- STAT
classified debriefing reports, and photographs of presidential visits to the Headquarters Building, has been forwarded to the respective Presidential Libraries at Cambridge and Austin. The sensitive collections have been assembled for eventual inclusion in the Presidential Libraries but are retained by the Agency in the Records Center  under the control of the directorates responsible for the collections.

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RECORDS AND CORRESPONDENCE

3. As a result of the experience gained by the Agency in contributing to the Kennedy and Johnson Libraries, we now have a much clearer idea of the kinds of contributions that should be made. Components are encouraged to compile information on their contributions to the President's decision-making process in specific critical foreign situations, omitting only sensitive operational information. Also, we want to be able to identify documents that have already been sent to the White House or the National Security Council.

4. The Agency will be asked to contribute to the Nixon Library and to future presidential libraries, therefore, a channel should be provided within the Agency at the Deputy Director level for assembling documents for presidential libraries. These collections will remain in the Agency under whatever controls the Deputy Directors may wish to impose, either in Headquarters Building or in the Records Center at

25X1



5. Specific instructions and guidelines on the Presidential Library Program will be issued to the Deputy Directors.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN W. COFFEY
Deputy Director
for Support

DISTRIBUTION: A

71.1409
Records

19 APR 1971

Mr. James B. Rhoads
Archivist of the United States
General Services Administration
Washington, D. C. 20408

Dear Mr. Rhoads:

DD/S 71-1251

Thank you for your letter of April 7, 1971 inviting [redacted] and me to the tenth annual Records Management Officer's Conference.

STAT

I regret I will be unable to attend this year's conference, however, I have designated [redacted] my staff officer responsible for overseeing the Agency Records Program, to attend the conference [redacted]

STAT

STAT

We appreciate the opportunity to take part in these conferences each year and I am confident our representatives will find the agenda this year interesting and productive.

Sincerely,

(Signed) John W. Coffey

John W. Coffey
Deputy Director
For Support

DDS/SSS/HEP:rf (15 April 1971)

Distribution:

Orig. & 1-Addressee
2-DD/S
1-SSS Subject
1-SSS Chrono

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UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION

National Archives and Records Service

Washington, D.C. 20408



APR 7 1971

Mr. John W. Coffey
Deputy Director for Support
Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Coffey:

The tenth annual Records Management Officer's Conference will be held on May 5 through May 7, 1971. These conferences, sponsored by the General Services Administration, are designed to provide an opportunity for Government records managers to review program progress and discuss future plans.

The sessions for this year's conference will include state-of-the-art reports and the technological trends in the paperwork management field. Agency problems will be discussed by the participants with a view to developing specific courses of action and establishing goals and objectives for the forthcoming and future years.

We hope that your agency will be represented at this conference. We believe that you and [redacted] would find the conference most useful. If you would prefer to send different or additional representatives, of course, they will be welcome.

The conference site will be the Chamberlin Hotel at Fort Monroe, Virginia. The only cost to your agency will be the travel and per diem expenses of your representatives.

Sincerely,

James B. Rhoads

JAMES B. RHOADS
Archivist of the United States

REF.

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2 MAR 1971

DD/S 71-0723

FILE *Records*

MEMORANDUM FOR: Assistant Deputy Director for Support

SUBJECT : DDI Contribution to Agency Records Reduction Program

1. This memorandum is in response to your request for additional information on how the DDI managed their portion of the records reduction program.

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2. The volume of DDI records reduction at the Records Center was the direct result of the full time efforts of the DDI Senior Records Manager, [REDACTED]

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3. [REDACTED] operated vigorously in all DDI components and frequently quoted the endorsement he had from the A/DDI. Mr. Edward Proctor had attended the July 1968 meeting where Colonel White asked the Deputies to reduce their holdings by 50%. The next day Mr. Proctor started the campaign with a meeting of DDI Office Heads. A campaign coordinating official was appointed in each Office. In CRS and OBGI "Blue Ribbon Panels" were created. They studied the problem and wrote reports. The Coordinating Officials worked with the Records Officers and in the first year ending July 1969 the DDI Offices disposed of 10,500 cubic feet of records from the Center with a net reduction of 3,100 feet.

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4. During the second year they disposed of 7,500 feet. At [REDACTED] urging [REDACTED] DDI Administrative Officer, provided strong support for the campaign. He assigned [REDACTED] to assist [REDACTED]. They visited all the DDI Offices and maintained a steady pressure for records disposal action. [REDACTED] personally challenged the two largest DDI records holders, CRS and OBGI, to examine their procedures and records holdings more critically.

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5. CRS and OBGI sent officials to the Records Center. Old recommendations from the Records Center on long-standing seldom used deposits were dusted off and reconsidered. The necessary volumes of

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CONFIDENTIAL



maps, reports, and publications stored for Supplemental Distribution were re-examined. The Records Center Staff at Suitland furnished copies of their "Locator File Lists" and hundreds of "Reference Control Cards" for analysis by OBGI officials. A survey of the map holdings was completed by the Chief of the Center, [REDACTED], and his recommendations submitted to the Map Division. Proposals for conversion of punch card indexes and reduction of the printing overruns were resubmitted by the Records Center. The new pressurers gave old proposals new value. Several actions made drastic reductions in the Supplemental Distribution volume.

25X1

6. Upon the retirement of [REDACTED] was assigned to head OBGI. He visited Suitland [REDACTED] for a critical review of OBGI services furnished in the past. His final disposal of the Gazettters resulted in another 2,000 cubic feet of related material being transferred to the Army Map Service. [REDACTED] pushed the Army and Suitland to move it out in January 1971 instead of May 1971 as originally agreed to by the Army. Also, some 2,000 cubic feet of old maps at Suitland were authorized for destructions. These will be separated and destroyed during the move in March and April 1971. Although the other Directorates report records disposal semi-annually, the DDI monthly reports by [REDACTED] (with accumulated net and grand totals) were impressive enough for [REDACTED] to present the figures to the Director as a Valentine Day present. His Directorate had reached a net 50% reduction in his holdings at the Records Center.

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7. Finally, there are many Records Officers and administrators in DDI and my Staff that contributed to the DDI success. [REDACTED] was assigned full time to assist [REDACTED]. Although Ray spent most of his time on other records problems he did free [REDACTED] to concentrate on the volume reduction. Ray also supported Bill with difficult screening plans and meetings. There were many cooperative actions taken and controls maintained to destroy or transfer material and to keep it legal and to protect valuable records. Likewise, Disposal Schedules were updated to ensure that this accelerated disposal is scheduled to be followed routinely in coming years. Also, a new type of schedule was created to control the disposal of publications.

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[REDACTED]
Chief, Support Services Staff

25X1

FILE

Records

DD/S 71-0635

MEMORANDUM FOR: Chief, Support Services Staff

Hal:

STAT The semi-annual report of the Records Management Board interests me and, particularly, some of your comments the other day about the DD/I results. I would like to know a lot more about how the DD/I carried out its program. Who played what roles? There may be others who should be identified, but I would single out two to ask about — [redacted]. With whom did you have to deal to get things moving if they bogged down? Who seemed to provide the spark and the drive within the DD/I? Please, I don't want a big staff study.

16/15
Robert S. Wattles

ADD/S:RSW/ms (25 Feb 71)

Distribution:

Orig & 1 - Adse

1 - DD/S Chrono

1 - DD/S Subject ✓

Note: Background is DD/S 71-0500.

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Next 1 Page(s) In Document Exempt

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SECRET

1 MAR 1971

MEMORANDUM FOR: Deputy Director for Support

**SUBJECT : Authorization for Release of Record
Information**

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 4.

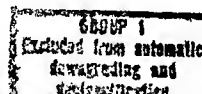
2. Throughout the United States, universities, credit organizations, and police departments are refusing to release their files and information to investigators, without the authorization of the person being investigated. This trend apparently results from recent Supreme Court decisions and federal and state legislation concerning Civil Rights. Attached are statements from Kansas State University, Manhattan, Kansas, and the University of Maryland, College Park, Maryland, which are typical.

3. A Letter of Authorization, such as the one attached, should be provided the Office of Security by the Office of Personnel on all prospective employees to be investigated. Since most applicant cases are investigated by Office of

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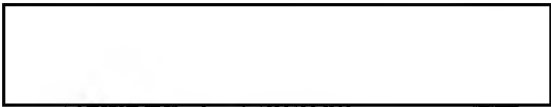


SECRET

involved, the release will have to be "tailor-made" to meet each situation. The Department of State and certain sections of the Department of Defense are already using comparable release forms.


4. It is recommended that you approve the use of the attached Letter of Authorization.

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Howard J. Osborn
Director of Security

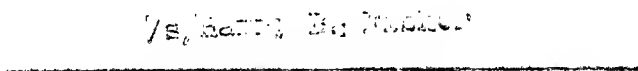
CONCURRENCE:

25X1


Lawrence R. Houston
General Counsel

4 MAR 1971

(Date)


Harry B. Fisher

Harry B. Fisher
Director of Personnel

(Date)

The recommendation in paragraph 4 is approved.

(signed) John W. Coffey

9 MAR 1971

John W. Coffey
Deputy Director
for Support

(Date)

Att

Distribution:

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1 - General Counsel

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2 - DD/Support

SECRET

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KANSAS STATE UNIVERSITY *Manhattan, Kansas 66502*

DEAN OF STUDENTS
HOLTZ HALL

The Dean of Students Office does not uniformly maintain personnel records on individual students. If a record is created, it is maintained only for counseling with the student or serving the professional needs of the Student Personnel Staff.

The statement on Students Rights and Responsibilities within the University Community passed by the Student Senate early in 1969 states under Student Records on Page 2, "Information from disciplinary or counseling files should not be available to unauthorized persons on campus, or to any person off-campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved."

In following this statement, the Dean of Students Office interprets "express consent" to mean a signed statement by the student concerned authorizing the Dean of Students Office to release information to the party or parties specified. The student's signed statement authorizing the Office to release such information will be kept in the Dean of Students Office.

A handwritten signature in cursive script, reading 'Gene Kasper', written over a horizontal line.

Gene Kasper
Dean of Students

UNIVERSITY OF MARYLAND

COLLEGE PARK 20742

OFFICE OF ADMISSIONS
AND REGISTRATIONS

November 2, 1970

MEMORANDUM

For The Record: RELEASE OF STUDENT RECORD INFORMATION

From: *Donald W. Griffin*
Donald W. Griffin
Director, Admissions and Registrations

In order to protect the confidentiality of student records, the Office of the Attorney General of Maryland has instructed us to secure written consent from a student before releasing his permanent record or transcript. Therefore, effective November 15, 1970, it will be necessary for prospective employers and investigators to secure the written permission of a student before having access to his permanent record. If requested this office will provide authorization forms for this purpose.

The Office of Records and Registrations will verify the following type of information without specific consent of the student.

1. Dates of enrollment
2. Degrees earned, field of concentration
3. Honors earned
4. Home and local address, and telephone numbers*

We will continue to assist properly identified law enforcement officers who are seeking to locate a student for investigative purposes or to arrest such a student where a warrant has been issued. In these cases the student's schedule of classes will be released in addition to the information given above.

* A student may request that address information not be released.
DWG/lm

Date: _____

AUTHORIZATION TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

This signed release, or a certified true copy of it, will authorize you to release to the bearer, a duly authorized representative of the U. S. Government, any information in your files pertaining to my educational record, employment record, police record, or credit record. This authorization is given to you to support my application for employment with the United States Government. Should there be any question as to the validity of this release, you may contact me as indicated below.

(Signature)

(Typed or Printed Name)

(Address)

(Telephone Number)